

STATE OF CALIFORNIA

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

REQUEST FOR PROPOSALS

ADP-RFP-04-8

**TREATMENT/RECOVERY TECHNICAL ASSISTANCE AND TRAINING
FOR THE
OLDER ADULT POPULATION**

SYNOPSIS

This is a Request for Proposals to provide technical assistance and training to the alcohol and other drug (AOD) prevention, treatment, and recovery field. The technical assistance and training will focus on reducing barriers to, and assuring the quality of, AOD prevention, treatment, and recovery program services for California's older adult population. The contract period will be for 12 months, with the possibility of renewal for two additional 12-month contract periods. Bids should be submitted for an amount up to, but not to exceed, **\$199,444** for the full contract period of 12 months. Funding of the second and third year renewals is at the discretion of ADP and is contingent upon the availability of funds and performance of services to the satisfaction of ADP. Bidder must be a public or private nonprofit organization in good standing with the State of California and the Federal Government.

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1.0 GENERAL INFORMATION

1.1 Definitions

See Attachment I for a listing of definitions related to this RFP.

1.2 Goal

It is a goal of the Department of Alcohol and Drug Programs (ADP) to provide technical assistance (TA) and training to alcohol and other drug (AOD) agencies statewide that focus on reducing barriers to, and assuring the quality of, AOD prevention, treatment, and recovery program services for California's older adult population.

To accomplish this, ADP shall contract with an appropriate organization that, through its proposal, demonstrates the necessary high level of skill, abilities, and knowledge that will enable it to provide a broad scope of AOD TA and training to local and statewide organizations which provide prevention, treatment, and recovery services. Additionally, TA and training may also be provided to ADP.

1.3 Background

ADP seeks to improve accessibility to, quality and appropriateness of, AOD prevention, treatment, and recovery program services for the older adult population. California's population is made up of many different and diverse groups of people that have unique cultural values, social mores, and languages. Barriers to prevention, treatment, and recovery programs and services exist due to these differences and others, such as lack of funding, community resistance, geographic isolation, and transportation difficulties. ADP seeks to design new and improve existing systems to eliminate these barriers.

Current data suggests that there will be a doubling of the number of problem substance users aged 50 or older during the next two decades—from 2.5 million in 1999 to 5.0 million in 2020. A recent Substance Abuse and Mental Health Services Administration (SAMHSA) publication suggests that due to the combined increases in the number of older adults and in the rate of treatment need among this population, the aging baby boom generation will place increasing demands on the substance abuse treatment system in the next two decades and will require a shift in focus to address the special needs of an older population of substance abusers. There is also a need to develop improved tools for measuring substance use and abuse among older adults.

Analysis of data from the National Health and Nutrition Examination Survey I (NHANES-I) indicates that mean alcohol consumption appears to remain higher over time for the midlife group (including the baby boom generation) than for

other age groups. This suggests that the baby boom generation, as it continues to age, could maintain a higher level of alcohol consumption than in previous older adults according to SAMHSA, Office of Applied Studies, Analysis of the NHANES: Longitudinal Analysis of Drinking Over the Life Span.

The older adult population in California generally face a variety of common service barriers including, but not limited to, the following:

- Lack of sufficiently trained or skilled staff at the program and policy levels to recognize or meet the needs of the older adult population;
- Lack of managed care for needs identified;
- Lack of AOD prevention, treatment, and recovery programs' knowledge on standardized clinical assessments, data collection and outcome systems for older adults;
- Limited knowledge of available programs that deliver older adult AOD prevention, treatment, and recovery services;
- Tendency of the older adult population to avoid contact with local institutions;
- High levels of unemployment, and poverty among the older adult population's;
- Lack of educational materials or other resources appropriate to the older adult population;
- Lack of program designs that are culturally sensitive or relevant;
- Lack of availability of prevention, treatment and recovery programs that are culturally competent and accountable to the older adult population;
- Negative stereotyping and other forms of stigmatization;
- Geographic isolation or remoteness;
- Institutional or cultural barriers;

- Language differences;
- Inadequate funding of services;
- Lack of effective advocacy for services on behalf of the older adult;
- Transportation difficulties;
- Insufficient client follow-up by AOD prevention, treatment and recovery programs; and,
- Absence of older adult appropriateness in program/client service evaluations.

1.4 Minimum Qualifications of Bidder

The bidder and any of the bidder's subcontractor(s) must be a public or private nonprofit organization in good standing with the State of California and the Federal Government. Private nonprofit organizations must include evidence of their organization's nonprofit status with their proposal. See RFP Section 5.2 C for acceptable evidence of an organization's non-profit status.

1.5 Funding Period

The contract period is for 12 months from the time of the contract's effective date, with the possibility of renewal for two additional 12-month periods (36 months maximum total). Funding of the second-and third-year renewals is at the discretion of ADP and is contingent upon the availability of funds and performance of services to the satisfaction of ADP.

1.6 **Contract Terms and Conditions**

- A. Following the selection process to determine which bidder, if any, is to be an award recipient, a contract will be prepared between the selected bidder and ADP. The contract will be based upon the Technical Proposal, Cost Proposal, all criteria contained in this RFP, the State Administrative Manual, the State's General Terms and Conditions (GTC 304) that may be viewed at Internet site: www.dgs.ca.gov/contracts, and applicable provisions of the Government Code, the Public Contract Code and any Federal requirements. Attachment II, Significant Contract Terms, lists other provisions that will be included in the contract. ADP does not accept alternate contract language from a prospective Contractor. A proposal with such language will be considered a counter proposal and will be rejected. No oral understanding or agreement shall be binding on either party.
- B. Upon award of the agreement, Contractor must complete and submit to ADP the Payee Data Record (STD 204) to determine if the Contractor is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. This form can be found on the Internet at www.osp.dgs.ca.gov under the heading FORMS MANAGEMENT CENTER. No payment shall be made unless a completed STD 204 has been returned to the awarding agency. This document is required only if it is not already on file with ADP.
- C. Upon award of the agreement, Contractor must sign and submit to ADP the Contractor Certification Clauses (CCC 304) which can be found on the Internet at www.dgs.ca.gov/contracts. This document is only required if the Contractor has not submitted this form to the ADP within the last three (3) years.
- D. Upon award of the agreement, a statement of economic interests form may be required of contractor's staff or subcontractor's staff in compliance with the Political Reform Act of 1974. These disclosures include the following: "Investments and his/her status as a director, officer, partner, trustee, employee, or holder of any positions of management in any business entity or nonprofit corporation and income from any source which offers any consulting, rehabilitative, or educational services concerning the prevention, treatment, or rehabilitation of persons suffering from alcohol or drug abuse."
- . Upon award of the agreement, Contractor may be required to disclose their lobbying activities.

1.7 Scope of Work and Deliverables

The selected Contractor will be required to complete the following work using innovative and creative methods and approaches, to successfully fulfill the terms of the contract:

A. During a period of 12 months, provide a minimum of 276 TA and training days on effective models, practices, approaches and strategies that focus on reducing barriers to, and assuring the quality of, AOD prevention, treatment, and recovery program services for California's older adult population.

1. Provide TA and training to the AOD prevention, treatment and recovery field on, but not limited to, the following:

- Strategies to engage and retain older adult clients in need of treatment services;
- Management strategies specifically tailored for the older adult populations from different ethnic, gender, and racial groups;
- Appropriate treatment strategies for older adults;
- Creating culturally competent treatment/recovery programs;
- Proper nutrition and exercise assistance for clients;
- Business development;
- Financial management;
- Co-occurring disorders; and,
- Program funding and sustainability.

The predominant purpose of this contract is to improve access to and quality and appropriateness of AOD treatment and recovery services for older adult members of the population. Based on need, the contractor may provide prevention and intervention TA and training as it relates to and supports the AOD treatment and recovery TA and training service needs of clients. The Contractor may also refer TA clients to prevention-specific TA service providers under contract with ADP or other agencies.

2. Contractor shall provide TA that is relevant to the social and cultural characteristics of the target population in the context of AOD services as recommended in such evidence-based resources as SAMHSA's Center for Substance Abuse Treatment's, *Treatment Improvement Protocol #26*. This protocol states "Substance abuse, particularly of alcohol and prescription drugs, among adults 60 and older is one of the fastest growing health problems facing the country. Yet, even as the number of older adults suffering from these disorders climbs, the situation remains underestimated, underidentified, underdiagnosed, and undertreated."
 3. Develop and implement a system that affixes a priority to each request for TA, and report to ADP those requests that cannot be met.
 4. Develop a method to determine when a training event is preferable to individual or on-site consultation.
 5. Assign appropriate consultant(s) or staff to meet each TA request, based upon, but not limited to, priority, type, location and length of each TA service to be provided; direction from ADP; and Contractor's assessment of the client's needs.
 6. Provide TA and training services in an economically effective way.
 7. Inform County Alcohol and Drug Program Administrators in writing, at least 72 hours prior to the delivery of services, of any TA conducted or provided to an AOD agency located in the Administrator's county.
 8. Work closely and cooperatively with ADP's Project Coordinator to respond to all ADP requests for information and documentation related to the provisions of this contract. ADP reserves the right to approve the selection of staff and consultants, the assessment of the needs of the AOD field, the determination of whether TA or training will be provided, and the identification of priorities for use of the TA resources.
- B. TA may be provided through (1) consultation or (2) training events using the following guidelines:
1. Consultation
 - a. Consultation may be provided through on-site assistance at the AOD agency's facility, telephone conversations, or written correspondence.

- b. The consultation services will be problem specific and solution focused. They will focus on improving or expanding program operations or solving a problem.
- c. On-site consultations should be short-term in nature and not exceed five (5) person days of service unless a justification for an extension is approved in advance by ADP. The justification will address the following three areas: 1) why it is necessary to extend the services; 2) why the services were not provided in the allotted time; and 3) what will the consequences be if the extension is denied.

2. Training Events

- a. Contractor shall determine when training is preferable to consultations and accordingly shall plan, conduct and evaluate as many training events as needed. A minimum of three regional training events, one each in Northern California, Central California, and Southern California shall be conducted.
- b. Contractor shall obtain approval from ADP's Project Coordinator of the training plan at least 15 workdays prior to each training event. The plan must include the items listed below:
 - (1) Needs assessment and objectives of the training;
 - (2) Outline of curriculum to be presented;
 - (3) Copies of any handout materials;
 - (4) Names and resumes of presenters;
 - (5) Occupational categories of intended participants;
 - (6) Location, date, time and agenda; and,
 - (7) Evaluation forms to be completed by participants to assess the extent to which the participant has acquired new knowledge or skills. The Contractor will submit the completed evaluations to the Project Coordinator with the monthly progress report.
- c. Contractor shall select training event locations that meet federal and State accessibility requirements for persons with disabilities. Note: training notices must include the following statement: "If you need a disability-related reasonable accommodation/alterative format for this training, please contact (name) at (phone number,

e-mail address, and TDD number) by (a date up to two weeks prior to the event)." Contractor is responsible for providing any needed disability-related reasonable accommodations/alternative formats.

- C. Upon request, provide ADP with TA. These services shall be included in, not in addition to, the 276 total days specified in Section 1.7A.
- D. Develop and implement a marketing plan to inform the AOD field of the Contractor's TA services to assure statewide access and service. The plan shall include, but not be limited to, description, tasks and timeline. At a minimum, the marketing plan shall include:
 - 1. Development and distribution of a publication describing the Contractor's TA services and training events including topics, location, and registration. The publication must specify that all services provided under this contract are at no cost to the recipient.
 - 2. Development and maintenance of a Web-site with information on available services. The Web-site shall be linked to the Web-site maintained by ADP. The Web-site should also provide links to other resources for information or referrals on older adult AOD issues.

The marketing plan shall be submitted to ADP within 45 days of the execution of the contract and shall be subject to the approval of ADP. ADP reserves the right to require additional clarification of the plan and to direct specific changes to the plan as it deems necessary to ensure desired outcomes and appropriate execution.

- E. Recruit, hire and manage staff and consultants who are diverse and culturally proficient with a wide variety of expertise to provide TA and training to AOD organizations to eliminate social and cultural barriers that limit access to and quality of prevention, treatment and recovery services for the older adult population. All staff and consultants must be preapproved by ADP.
- F. Contractor shall develop and maintain a database of TA and training recipients in order to keep such individuals, organizations, agencies, programs and groups informed of ADP resources and activities about advances in accessible prevention, treatment and recovery opportunities for older adult Californians.
- G. Contractor shall maintain regular communications with the ADP's Older Adult Constituent Committee.
- H. Obtain prior written approval from ADP's Project Coordinator before providing TA or training, including associated travel. If during the first six months of the contract TA services provided are consistent with the provisions of the contract and completed without incidence, ADP may

waive pre-approval for the remainder of the contract period. If performance issues arise subsequent to granting the waiver, ADP reserves the right to reinstate the pre-approval requirement as it deems necessary to ensure the appropriate delivery of TA services by the Contractor. See Attachment III for a sample TA application.

- I. Obtain prior clarification from ADP of service to be provided which may not be within the contract scope of services as interpreted by ADP. ADP will deny payment for services performed outside the contract's scope of work.
- J. Conduct evaluations of services as follows:
 - 1. Ensure that an evaluation form (approved by ADP) is distributed to and completed by the entity receiving services. The evaluation form shall, at a minimum, include all of the questions contained in the attached sample (Attachment IV); in addition, the Contractor shall include additional questions that will objectively assess the extent to which the recipient of TA and/or training has acquired new knowledge and/or skills. A copy of the completed evaluations shall be submitted to ADP's Project Coordinator with the monthly progress report.
 - 2. Follow up with recipients of TA and/or training to assess quality of services and ensure desired outcomes were achieved. The follow-up evaluation form shall be completed 30 days following the training and/or TA service. The follow-up evaluation form shall, at a minimum, include all of the questions contained in the attached sample (Attachment V); in addition, the Contractor shall include additional questions that determine how the recipient is using the newly acquired information or skills. A copy of the completed follow-up evaluations shall be submitted to ADP's project coordinator with the monthly progress report and the Contractor shall include a summary of the follow-up evaluations in the final report.
- K. Obtain written pre-approval from ADP on all products, reports or materials developed or used during the term of the contract.
- L. In accordance with the California Government Code Section 11135 and Title II, Americans with Disabilities Act (ADA) requirements, publications that are made available through this contract must include the following statement: "This publication can be made available in Braille, large print, computer disk, or tape cassette as a disability-related reasonable accommodation for an individual with a disability." In addition, publications must be made available in other languages if requested by a mono-lingual person. Contractor is responsible for providing publication alternative formats.

- M. Provide ADP's Resource Center with 25 copies of any publications (manuals, books, or journals) produced under this contract.
- N. TA staff and consultants must be able to travel to California's rural and metropolitan areas. To save on travel costs, it is recommended that Contractor have consultants available in Northern, Central, and Southern California.
- O. Submit written monthly progress reports no later than 15 days following the last day of the reportable month. The monthly report shall include pertinent information on monthly activities or objectives such as relevant data (statistical and anecdotal), the number of individuals served, number of TA days delivered, marketing strategies, problems encountered in achieving or failing to achieve proposed objectives, methods employed to resolve stated problems, etc. Monthly reports shall accompany invoices for payment. (See Attachment VI, Monthly Report Format). ADP reserves the right to modify reporting requirements as it deems necessary.
- P. Submit a written final report describing contract services provided and outcome evaluation results to ADP no later than 30 days after the end of each 12-month contract period. The report shall include: the TA services provided and agencies served during the contract period; specific problems which were addressed; a summary of the follow-up evaluations; and, the effectiveness of the Contractor's solutions to reducing barriers to, and assuring the quality of, alcohol and other drug prevention, treatment and recovery program services for California's older adult population.
- Q. Incorporate the prevention concepts contained within the Framework for Prevention of Alcohol and Drug Problems (hereafter referred to as Framework) when delivering TA regarding prevention services. Publication is available in ADP's Resource Center, Publication number ADP 91-3400.

2.0 TECHNICAL PROPOSAL

The Technical Proposal describes the method, staffing and funding needed to develop and deliver services requested by this RFP.

2.1 Specific Requirements

- A. Order of Responses: All required components of the proposal must be present and follow the order of the RFP. Bidders' response to each item in this RFP must be identified in their proposal by the same numbers and letters to which the response applies. (Required; no points)

- B. Cover Sheet: Include the RFP number and title, name of bidder agency and name and telephone number of the contact person for the bidder agency. (Required; no points)
- C. Table of Contents: Provide a Table of Contents that lists each section responded to in this RFP and its page number. List attachments. Use the same sequence and titles used in this RFP. (Required; no points)

2.2 General Guidelines

- A. ADP seeks a Contractor who demonstrates the ability to apply innovative and creative methods and approaches to the scope of work outlined in RFP Section 1.7.
- B. The Technical Proposal should be specific regarding the methods and personnel to be used.
- C. The Technical Proposal must clearly and fully demonstrate an understanding of the subject, the best methods for delivery of services, and the technical problems inherent in the process.
- D. The Technical Proposal must clearly convey the intent and understanding necessary to accomplish project requirements.
- E. Simply stating that the bidder understands the requirements of this RFP or paraphrasing this RFP will be considered inadequate.
- F. Phrases such as "well known techniques will be used" or similar statements are considered unacceptable.
- G. ADP recognizes that all technical factors cannot be detailed in advance. However, the technical proposal must sufficiently detail how the bidder would accomplish project requirements including a full explanation of techniques, procedures, and staffing to be used.

2.3 Technical Proposal Scoring

The maximum score possible for the Technical Proposal is 200 points. The minimum standard ADP will accept for the Technical Proposal is 150 points (75%). This score will be determined by a Selection Review Committee. Those proposals not meeting this standard will not be considered for funding. The Technical Proposal score will then be added to the Cost Proposal score to determine the overall score.

The six weighted evaluation criteria and their respective possible points are:

<u>Category</u>	<u>Maximum Possible Score</u>
Bidder's Understanding of Problem and Solution to the Problems	20 Points
Operation and Service Delivery	75 Points
Project Work Plan	25 Points
Bidder's Agency Qualifications	20 Points
Project Personnel	35 Points
Project Budget	<u>25</u> Points
Total	200 Points

2.4 Bidder is to provide written responses to the following

A. Bidder's Understanding of and Solution to the Problem Maximum Score: 20

1. Describe the most effective practices, methods, approaches and strategies for improving access to and quality of treatment/recovery services for California's older adult population.

Maximum Score: 10 points

2. State your understanding of the social and cultural barriers that impede access to and affect participation in treatment/recovery services by California's older adult population.

Maximum Score: 10 points

B. Operation and Service Delivery – Maximum Score: 75

1. Describe how the TA services provided to improve access to and quality of prevention, treatment and recovery services will fulfill the requirement to:
 - a. Be culturally and socially relevant to the needs of the adult and youth older adult population;
 - b. Use a variety of practices, methods, approaches and strategies when delivering TA ;
 - c. Ensure that *Research-Based Treatment* and *Treatment Principles of Effectiveness* are applied in the provision of TA; and

d. Include (not limited to) the following:

- (1) how TA service requests will be identified by need, clarified, if necessary, and prioritized;
- (2) how it will be determined when a training event is preferable to individual or on-site consultation;
- (3) how the qualified staff or consultant will be assigned to meet the needs of a TA request;
- (4) how TA and training services will be provided in an economically effective way; and
- (5) the relationship between Contractor and ADP's Project Coordinator.

Maximum Score: 25 points

2. Describe steps bidder will take to develop and conduct a minimum of three regional training events – one each in Southern California, Northern California, and Central California.

Maximum Score: 10 points

3. Describe how bidder will implement an innovative and creative statewide marketing plan to inform the AOD field of the Contractors' TA services to assure statewide access and service including a descriptive publication and Web-based technology.

Maximum Score: 10 points

4. Describe or provide the following on service evaluations:
 - a. How the bidder will ensure that evaluations, including the follow-up evaluations, are completed by the entities receiving services;
 - b. How bidder will utilize information received in the evaluations;
 - c. Samples of the additional questions bidder will add to the evaluation to assess the extent the recipient has acquired new knowledge and/or skills; and,
 - d. Samples of additional questions bidder will add to the follow-up evaluation to determine how the recipient is using the newly acquired information or skills.

Maximum Score: 20 points

5. Describe bidder's overall capability to manage the proposed project, including:
 - a. Ability to locate and hire qualified staff and consultants;
 - b. Ability to manage staff and consultants;
 - c. The administrative system the bidder will use to ensure payment of consultant services expenses satisfies pertinent state laws, regulations, and policies; and,
 - d. Means to properly invoice, submit reports (including the use of Microsoft Excel and Word 2000 or compatible), and fulfill other contract business requirements.

Maximum Score: 10 points

C. Project Work Plan (may be typed single-spaced) – Maximum Score: 25

Using Attachment VII as a guide, write a one-year (12 month) work plan, which should include the project goal, objectives necessary to complete the goal, tasks necessary to complete the objectives, responsible staff (classification or name), and expected outcomes. All work and deliverables listed in RFP Section 1.7 should be included.

Maximum Score: 25 points

D. Bidder's Agency Qualifications – Maximum Score: 20

1. Submit an annotated list of work experience, relevant to this RFP, conducted by the bidder's agency in the last three years, or currently in progress. Include each of the following:
 - a. Contracting organization;
 - b. Synopsis of work performed; and,
 - c. Contracting period.
2. Submit evaluations from at least two agencies that have received services from the bidder's agency and that are relevant to this RFP. These services should be performed during the last three years by the bidder's agency. **The letters should describe the services performed.**

Maximum Score: 10 points

Maximum Score: 10 points

E. Project Personnel – Maximum Score: 35

1. Provide job titles and duty statements describing the activities each project staff position, including consultants, will perform during the project. A pool of consultants may be described in one duty statement. Include name of project staff and consultants, if known.

Indicate the percentage of time each project staff will devote to **each** activity listed in their duty statement. Include overall total percent of time devoted to project -- one hundred percent (100%) would indicate a full time position. For consultants, do not indicate percent of time, instead indicate the estimated number of hours or days consultants as a group, not individually, will be utilized.

Maximum Score: 10 points

2. Submit resumes showing credentials, experience and qualifications of all key project staff (including consultants). This information must be included in the initial proposal and must be presented upon request throughout the term of the contract. If project staff is unknown, include qualifications for the position(s). Staff qualifications must be appropriate and sufficient to accomplish duties and program objectives.

Scoring Note: Qualification of unknown staff will not score as highly as known staff based on resumes submitted. Resumes will be scored based on the level of staff qualifications as they relate to the requirements of this RFP.

Knowledge of the following (direct experience preferred) should be reflected in the submitted resumes:

- Older adult population;
- Evidence based programming;
- Current trends in the AOD treatment and recovery field as it relates to the Older Adult population;
- Coordinating TA and training statewide;
- Handling logistics of large training/conference events;
- Developing and managing a pool of diverse and culturally proficient consultants with a wide variety of expertise;

- Implementing marketing plans (including the use of Web-based technology);
- Conducting evaluations;
- Maintaining data on Microsoft Excel 2000;
- A wide range of counseling, programmatic and management issues related to barriers to accessing AOD treatment/recovery services encountered by the older adult population;
- Principles of Effectiveness (Reference Attachment I, Definitions);
- Cultural competency; and,
- Continuum of care.

Maximum Score: 25 points

3. Letters of commitment from consultants, or others who are proposed principals for this project (not bidder's employees), must be submitted with the proposal. The letter should be submitted on the proposed consultant's letterhead and must state that the consultant has read the proposal and agrees to participate in the activities at the level specified. Failure to include the letter(s) of commitment may result in disqualification of the proposal.

Required if applicable: No points

F. Project Budget – Maximum Score: 25 points

Proposal must be fully supported by cost and pricing data adequate to justify the bid amount.

1. A detailed line item budget must be completed showing individual line items under budget categories. Use the line item budget instructions, RFP Section 2.5, and Attachment VIII, Sample Budget Format, to prepare a budget for the bid amount.

Maximum Score: 10 points

2. All budget line items must be fully explained and justified in a narrative entitled "Budget Justification." This justification should include:

(a) Why each individual line item is being charged to the project.

(b) Why the quantity of a line item is reasonable (i.e., amount of personnel time, travel, printing, etc.).

(c) Why the cost of each line item is reasonable in price.

(d) The formula used to determine the cost of each line item.

Maximum Score: 15 points

2.5 Line Item Budget Instructions

A. Direct Cost Categories

The direct cost budget categories are personnel services and operating expenses.

1. Personnel Services

Personnel services includes each authorized staff position the bidder is devoting to this project listed by title, and a line item for fringe benefits showing the percentage rate.

A line item for each authorized position must provide a computation of the monthly or hourly salary rate, the number of months or hours the position will be filled, and the percentage of salaried time the position will devote to the project.

A salary range should be shown to include any anticipated wage increases during the period covered by the proposal.

All salaries must be fully justified in the Budget Justification, RFP Section 2.4 F 2 and by job titles/duty statements/resumes under Project Personnel, RFP Section 2.4 E.

2. Operating Expenses

Operating expenses include all other direct cost line items, such as rent, travel and subsistence, supplies, consultants, etc.

A line item for rent must identify the number of square feet to be utilized for the project, and the cost per square foot.

ADP policy does not allow for purchase of furniture or equipment. Equipment is defined as an article of nonexpendable tangible personal property. A line item for equipment rental, use allowance (not to exceed six and two-thirds percent of acquisition cost annually), or depreciation must identify the type of equipment.

Travel and per diem rates may not exceed the amounts paid to the State's represented employees as specified in the Travel and Subsistence Guidelines, Attachment IX. Universities of California and county governments may request exemption to these rates for their staff travel only. Food and beverage are unallowable costs except for meals permitted by the subsistence guidelines.

Consultant's costs must be fully explained and justified, including the cost per hour and number of hours. Consultant travel and per diem costs must be shown separately from staff travel costs. Fees should be consistent with the annual income of each consultant and market rates of similar services.

B. Indirect Cost Categories

1. Indirect Cost

An indirect cost category may be included in the budget if the applicant has a current indirect cost rate approved by the cognizant agency on behalf of the Federal Government; is in the process of obtaining such approval; or has other supporting documentation. A copy of the agreement approving the rate and/or the supporting justification data must accompany the Cost Proposal if an indirect cost category is requested. ADP reserves the right to deny an indirect cost category and request direct costing.

2. Overhead or Administrative Costs

An overhead or administrative cost category must be approved by ADP. The bidder must provide a list of all costs included in this category, and the methodology used to compute these costs.

Costs included as overhead or administrative costs may not be simultaneously shown as direct or indirect costs in other parts of the budget. ADP may request direct costing.

C. Miscellaneous, Other or Fees

There should be no line items entitled miscellaneous, other, or fees. All line items must be fully explained and justified.

D. Budget Negotiations

The proposed budget may be negotiated at the option of ADP, but the total bid amount may not be increased.

2.6 Federal Grant Fund Restrictions

Funding for this project is provided through a federal grant and is contingent upon the availability of such funds for this purpose. Federal grant funds provided by this RFP cannot be used for the following:

1. Providing inpatient hospital services for alcohol or drug abuse programs.
2. Making cash payments to intended recipients of health services.
3. Purchasing or improving land; purchasing, constructing, or permanently improving any building or other facility; or purchasing major medical equipment.
4. Satisfying any requirement for the expenditure of nonfederal funds as a condition for the receipt of federal funds.
5. Providing financial assistance to any entity other than a public or nonprofit private entity.
6. Providing individuals with hypodermic needles or syringes so that such individuals may use illegal drugs.
7. Paying the salary of an individual at a rate in excess of \$175,700 per year.
8. Lobbying Congress or any federal agency in connection with the award of a particular contract, grant, cooperative agreement, or loan or in connection with legislation.

2.7 Method of Payment

The method of payment to the Contractor will be cost reimbursement. The cost reimbursement method of payment reimburses the Contractor no more frequently than monthly, in arrears, in accordance with the budget for actual expenditures paid. As required by the State Administrative Manual, ten percent of each payment will be withheld as a final payment. No more than 90 percent of the contract amount will be paid prior to receipt of the final report. For contracts that consist of tasks that will be completed on a yearly basis, the 10% withhold will be released upon completion of each project year.

2.8 Funding Availability for Multi-Year Contracts

The contract will be valid and enforceable for subsequent years past the first year of the contract only if extended by ADP and only if sufficient funds are made available to ADP for the purposes of this program. In addition, the contract will be subject to any additional restrictions, limitations, or conditions enacted by the Legislature (or by Congress if federal funds are involved) and contained in the Budget Bill or any statute enacted by the Legislature (or by Congress) that may

affect the provision, terms, or funding of the contract in any manner. If funds are not appropriated for this program, the contract will be terminated and have no further force and effect. The contract may also be amended to reflect a reduction in funding.

3.0 BID PROPOSAL

One copy of the Bid Proposal must be submitted. A separate sealed envelope for the bid proposal is **not** required.

Use your agency letterhead for your bid proposal and simply state the following:

Date

(Mrs.) Kathryn L. Frost, AGPA/Contract Manager
Contracts Office, Administration
Department of Alcohol and Drug Programs
1700 "K" Street, First Floor
Sacramento, CA 95814-4037

The undersigned certifies that all requirements of the Request for Proposal known as "Treatment/Recovery Technical Assistance and Training for the Older Adult Population," ADP-RFP 04-8, were understood and complied with. In addition, the undersigned certifies that neither it nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Our all-inclusive bid is as follows:

\$_____

Signed:_____

Printed Name:_____

Title:_____

Bids shall be signed by the bidder. An unsigned bid will be rejected. A bid may be signed by an agent of the bidder if he/she is properly authorized by a Power of Attorney submitted to ADP prior to the submission of the proposal or with the proposal.

3.1 Total Cost

The total cost shall not exceed \$199,444 for a 12-month period. Any proposal submitted with a bid in excess of \$199,444 for each 12-month period will automatically be rejected. Contractor will not be allowed to charge participants a fee for services, materials, or events provided.

3.2 Bid Proposal Scoring

Bid Proposal scores will be determined as follows:

The lowest dollar Bid Proposal shall earn 86 points. The remaining Bid Proposals shall earn Bid Proposal points by applying the following formula:

Lowest Bid Proposal (divided by)
Other proposal bid amount = _____ X 86 points = Bid Proposal Score

3.3 Disabled Veteran Business Enterprise Program (DVBE)

Due to the funding source for this project, DVBE participation is not required. However, if subcontracting or purchasing opportunities are part of the bidder's proposal, the bidder is encouraged to seek DVBEs to fill those opportunities. See the following Web-site for a listing of DVBE's:
<http://www.pd.dgs.ca.gov/smbus/certinq.htm>

4.0 ESTIMATED TIME SCHEDULE

- | | | |
|------------|------------------------------------------------|----------------------------------------------|
| 4.1 | RFP released to bidders: | November 2, 2004 |
| 4.2 | Questions due from prospective bidders: | November 16, 2004 |
| 4.3 | ADP's responses to bidders' questions: | November 23, 2004 |
| 4.4 | Letter of Intent due: | November 29, 2004 |
| 4.5 | Bid proposals due by : | December 2, 2004 |
| 4.6 | Award of contract: | December 20, 2004 |
| 4.7 | Period of performance: | February 1, 2005 thru January 1, 2006 |

5.0 **SUBMISSION OF PROPOSAL**

- 5.1 All proposals must be delivered to the address shown below and received and time stamped by an ADP employee by the date and time indicated in Section 4.5, Estimated Time Schedule. Proposals received after the due date and time will not be considered. Postmarks will not be acceptable to meet the deadline. Faxed proposals will not be accepted. If you plan to deliver your proposal in person, please allow at least 15 minutes to go through ADP's security procedures. Security guards are not employees of ADP and will not time stamp proposals.

Proposals must be submitted in a sealed package clearly marked with the RFP number and title and be addressed to:

Department of Alcohol and Drug Programs
Division of Administration, Contracts Office
1700 K Street, First Floor
Sacramento, CA 95814-4037

- 5.2 Bidder's proposals shall consist of the following:

- A. Technical Proposal The Technical Proposal shall consist of responses to the following RFP Sections:

- 2.1 Specific Requirements
- 2.4 A Bidder's Understanding of and Solution to the Problem
- 2.4 B Operation and Service Delivery
- 2.4 C Project Work Plan
- 2.4 D Bidder's Agency Qualifications
- 2.4 E Project Personnel
- 2.4 F Project Budget

Bidders shall submit a total of **five copies** of their Technical Proposal.

- B. Bid Proposal The Bid Proposal shall consist of responses to the following RFP Section:

- 3.0 Bid Proposal

Bidders shall submit **one copy** of their Bid Proposal with an original signature.

- C. Format Requirement As evidence of their private nonprofit status, bidder shall submit **one copy** of one of the following:

- 1. A certified copy of the organization's articles of incorporation or similar document if it clearly establishes the nonprofit status of the organization.

2. A copy of a current valid Internal Revenue Service Tax Exemption Certificate.
 3. A statement from a state taxing body or the State Attorney General certifying that the organization is a nonprofit organization operating within the State and that no part of its net earnings may lawfully inure to the benefit of any private shareholder or individual.
 4. A reference to the organization's listing in the Internal Revenue Service's most recent cumulative list of organizations.
 5. Any of the above proof for a state or national parent organization, and a statement signed by the parent organization that the applicant organization is a local (community-based) nonprofit affiliate.
- 5.3** The bidder's narrative response to the technical portion of the proposal should be double spaced and submitted on standard white, 8½" x 11" sized paper. The project work plan may be single-spaced. Each page shall be clearly and consecutively numbered.
- 5.4** The bidder's response to each item in this RFP must be identified with the same numbers and letters of the paragraph in the RFP to which the response applies.
- 5.5** Due to limited storage space, the proposal package should be prepared in the least expensive method (i.e., copied back to back, stapled in upper left-hand corner, no fancy bindings).
- 5.6** Costs for developing proposals are entirely the responsibility of the bidder and shall not be chargeable to the State of California or included in any cost elements of the price.
- 5.7** ADP, at its discretion, may reject any proposal, including those that are conditional, incomplete, contain any alterations of form, or other irregularities of any kind.
- 5.8** The Bid Proposal shall be signed by an individual who is authorized to bind the proposing firm contractually. The signature must indicate the title or position that the individual holds in the organization. An unsigned or improperly signed Cost Proposal (bid) may be rejected.
- 5.9** A proposal may be modified after its submission by withdrawal and resubmission prior to the time and date specified for proposal submission. Modification offered in any other manner, oral or written, will not be considered.

- 5.10** A bidder may withdraw his/her proposal by submitting a written request for its withdrawal to the State, signed by the bidder or an agent authorized in accordance with paragraph 5.8 above. The bidder may, therefore, submit a new proposal prior to the proposal submission time. Proposals may not be withdrawn without cause subsequent to proposal submission deadline.
- 5.11** Bidders are cautioned to not rely on ADP during the evaluation to discover and report to the bidder any defects and errors in the submitted documents. Bidders, before submitting their documents, should carefully proof them for errors and adherence to the RFP requirements.
- 5.12** The awarding agency may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum to all parties who received a proposal package.
- 5.13** Issuance of the RFP in no way constitutes a commitment by ADP to award a contract. ADP may reject any or all proposals for reasonable cause and may waive any immaterial deviation of a proposal. ADP's waiver of an immaterial defect shall in no way modify the RFP documents or excuse the bidder from full compliance with the RFP and the bidder's proposal if the bidder is awarded the contract. ADP may also cancel this RFP at any time.
- 5.14** More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered. Reasonable grounds for believing that any bidder has submitted more than one proposal for the work contemplated herein will cause the rejection of all proposals submitted by that bidder. If there is reason for believing that collusion exists among the bidders none of the participants in such collusion will be considered in this or future procurements.

6.0 EVALUATION AND SELECTION PROCESS

- 6.1** ADP will use the evaluation and selection procedure specified in Section 10377(c) of the Public Contract Code to select the proposal that will best meet ADP's needs. This procedure specifies award to be made to the responsible bidder with the highest score.
- 6.2** Each proposal shall be reviewed to determine if the proposal meets the format requirements specified in the RFP. Proposals not meeting format requirements at this point shall be disqualified. These disqualified proposals shall not: (1) have their Technical Proposal scored; nor, (2) be considered for an award of contract.
- 6.3** Technical proposals shall then be submitted to the Selection Review Committee, which shall evaluate and score the Technical Proposals. Points will be assigned to the Technical Proposal as shown in RFP Section 2.3. A minimum of 150 points (75%) must be achieved in the Technical Proposal to be considered responsive. A non-responsive proposal shall not be considered for an award of contract and shall not have its Bid Proposal scored.

- 6.4** Proposals that contain false or misleading statements, or which provide references, which do not support an attribute or condition claimed by the bidder, may be rejected. If, in the opinion of ADP, such information was intended to mislead ADP in its evaluation of the proposal, and the attribute, condition, or capability is a requirement of the RFP, it will be the basis for rejection of the proposal.
- 6.5** All proposals meeting the format requirements and passing the Technical Proposal by 150 points (75%) or more shall then have their Bid Proposal score determined. Scores will be determined as stated in RFP Section 3.2.
- 6.6** The Technical Proposal points will then be added to the Bid Proposal score to determine the overall score. Calculations up to the nearest tenth of a decimal point will be used. The bidder with the highest score will be awarded the contract.
- 6.7** The bidder's response to each item in the RFP must be identified with the same numbers and letters of the paragraph to which the response applies. Failure to number responses in this manner may adversely affect the scoring of the bidder's proposal if reviewers are unable to locate responses. Omitted responses result in no score for that section and no contribution to the overall score. The proposal should follow the format of the RFP.
- 6.8** Evidence which indicates that the bidder, bidder's staff, and/or consultants have in any way attempted to influence the confidential nature of the review through contacts with ADP staff or members of the Selection Review Committee will result in the automatic rejection of the bid.
- 6.9** All proposals and scoring sheets shall be available for public inspection at the conclusion of the scoring process.

7.0 PROTESTS

Notice of Intent to award contract will be mailed to all bidders. The notice will specify the time period available for submission of protests against the awarding of the contract.

To file a protest, the bidder must provide a full and complete written statement specifying the grounds for the protest to the Contracts Office of ADP (use address and FAX number in RFP section 11.0). Protests are limited to whether ADP followed the processes presented within this RFP. A protest may not challenge the judgment of the Selection Review Committee in determining a proposal's score.

Following the receipt of a protest, filed during the time period specified in the intent to award notification letter, ADP shall review the protest and provide a written decision to the protesting bidder within 30 working days.

8.0 NEWS RELEASES

News releases pertaining to an award resulting from this RFP will not be made without prior written approval of the Director of ADP.

9.0 DISPOSITION OF PROPOSALS

- a) Upon proposal opening, all documents submitted in response to this RFP will become the property of the State of California, and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public. ADP cannot prevent the disclosure of public documents. However, the contents of all proposals, draft proposals, correspondence, agenda, memoranda, working papers, or any other medium which discloses any aspect of a bidder's proposal, shall be held in the strictest confidence until the "Letter of Intent" is posted.
- b) Proposal packages may be returned only at the bidder's expense, unless such expense is waived by the awarding agency.

10.0 CONTACT FOR INFORMATION

Any questions you may have concerning this RFP should be submitted in writing to the Contract Office by the date stated in RFP Section 4.2. Questions will be answered in a written summary, which will be provided to everyone who requested a copy of the RFP. Direct questions to the address, FAX or Email address listed in RFP Section 11.0.

11.0 LETTER OF INTENT

If your organization or firm intends to submit a proposal in response to this RFP, please send a Letter of Intent to apply by date stated in RFP Section 4.4. The letter should be on agency letterhead, signed by a person officially representing the organization. Letters of Intent are requested for ADP planning purposes only; they do not constitute a commitment to apply. Send the letter to:

(Mrs.) Kathryn L. Frost
Department of Alcohol and Drug Programs
Contracts Office, Administration
1700 K Street, 1st Floor
Sacramento, CA 95814-4037

You may also FAX your questions or Letter of Intent to (916) 324-5105 or Email to kfrost@adp.state.ca.us. To verify receipt, you may call Kathryn Frost at (916) 322-3060.

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DEFINITIONS

For the purposes of this RFP, the following definitions apply:

ADP: The Department of Alcohol and Drug Programs.

Alcohol and Other Drug (AOD): Any beverage containing alcohol (such as beer, wine, and whiskey) and other drugs (licit and illicit).

Alcohol and Other Drug (AOD) Agencies: Alcohol and drug service providers, alcohol and drug advisory boards, community organizations that provide AOD services, county alcohol and drug administrators, the ADP, and other organizations involved in areas closely related to alcohol and/or other drug treatment and recovery services.

California Treatment Outcome Project (CalTOP): A project designed to develop and implement a pilot outcome monitoring system for the statewide alcohol and other drug system of care and enhance the related management information system. The project also includes the use of standardized client assessment (Addiction Severity Index and Lite Clinical Factors) and program placement instruments (California's adaptation of the American Society of Addiction Medicine's Patient Placement Criteria).

Consultant: An individual whose level or area of expertise extends beyond that possessed by the contractor's staff. The individual works for the contractor and may deliver TA and training on the contractor's behalf.

Consultation: The provision of expert advice, guidance, or information through written correspondence, telephone conversations, or on-site assistance. On-site assistance is short-term in nature and programmatic in content and may be provided to ADP.

County Alcohol and Drug Program Administrators: The individuals designated pursuant to the Health and Safety Codes to administer alcohol and other drugs (AOD) programs and funds for each county.

Cultural/Linguistic Competence: A set of congruent behaviors, attitudes, and policies that come together in a system, agency, or among professionals that enables effective work in cross-cultural situations. "Culture" refers to integrated patterns of human behavior that include the language, thoughts, communications, actions, customs, beliefs, values, and institutions of racial, ethnic, religious, or social groups. "Competence" implies having the capacity to function effectively as an individual and an organization within the context of the cultural beliefs, behaviors, and needs presented by consumers and their communities. *(Based on Cross, T., Bazron, B., Dennis, K., & Isaacs, M., (1989). Towards A Culturally Competent System of Care Volume I.*

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Older Adult: Adults age 55 or older

On-site: A site other than the contractor's office such as recipient's location.

Prevention: A proactive process intended to promote and protect health and safety, and reduce or eliminate the need for remedial treatment of the physical, social, and emotional problems associated with the consumption of alcohol and drugs.

Prevention Activities Data System (PADS): ADP system used to collect descriptive prevention data from providers and counties about the frequency, recipients, and types of prevention services delivered; it includes a data base maintained at ADP for grant reporting requirements and as a data repository for counties. Future PADS will serve as a tool for assessing local needs based on local data, be used in contracting for specific local prevention services, and be used by counties and providers to assess the results of those prevention services.

Principles of Effectiveness (POE): Prevention program accountability requirements developed by the U.S. Department of Education (USDOE) that governs the use of SDFSC Act prevention grant funds. TA contractors receiving SDFSC funds must comply with the POE by providing services that facilitate meeting all of the following:

1. Data Collection, Analysis and Utilization
 - Services are based on an assessment of objective data regarding the incidence of violence and illegal drug use in the K-12 public and private schools and communities to be served. This assessment should include an objective analysis of the current conditions and consequences regarding violence, ATOD use, including delinquency and serious discipline problems among students who attend these schools.
 - Services are based on an analysis of the risk factor data, including reported cases of child abuse and domestic violence, data on protective factors or assets, or other variables in schools and communities in the state identified through scientifically-based research.
2. Program Outcomes
 - Services are based on an established set of performance measures aimed at ensuring that the K-12 public and private schools and communities to be served by the program have a safe, orderly, and drug-free learning environment.

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3. Science-Based Prevention

- Services are predicated on scientifically-based research that indicates the program to be used will reduce violence and ATOD use.

4. Parent Involvement

- Services provide for the meaningful and ongoing consultation with, and input from, parents in the development of the application and administration of the program or activity.

5. Evaluation

- Programs and services undergo a periodic evaluation to assess progress towards reducing violence and ATOD use in schools, based on performance measures.
- Evaluation results are used to refine, improve and strengthen the program; to refine performance measures; and make results available to the public.

Research-Based Treatment: An accountability concept based on scientifically defensible substance abuse treatment research and evaluation, which are federal requirements for treatment programs using federal SAPT funds. (For more detailed information, see definition for **Treatment Principles of Effectiveness.**)

Science-Based Programs: Prevention programs whose effectiveness has been determined through the application of rigorous, systematic, and objective procedures to obtain reliable and valid knowledge relevant to educational activities and programs; and includes research that:

- employs systematic, empirical methods that draw on observation or experiment;
- involves rigorous data analyses that are adequate to test the stated hypotheses and justify the general conclusions drawn;
- relies on measurements or observational methods that provide reliable and valid data across evaluators and observers, across multiple measurements and observations, and across studies by the same or different investigators;
- is evaluated using experimental or quasi-experimental designs in which individuals, entities, programs, or activities are assigned to different conditions and with propitiate controls to evaluate the effects of the condition of interest,

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with a preference for random-assignment experiments, or other designs to the extent that those designs contain within-condition or across-condition controls;

- ensures that experimental studies are presented in sufficient detail and clarity to allow for replication or, at a minimum, offer the opportunity to build systematically on their findings; and
- has been accepted by a peer-reviewed journal or approved by a panel of independent experts through a comparably rigorous, objective, and scientific review.

Safe and Drug-Free Schools and Communities Act (SDFSC):

Refer to <http://www.niea.org/HR1TitleIV.pdf>

Substance Abuse Prevention and Treatment (SAPT) Block Grant: Funds from the Federal Center for Substance Abuse Treatment (CSAT) provided to the ADP as the single state agency in California for this grant. CSAT is within the Substance Abuse and Mental Health Services Administration (SAMHSA), which is an operating division of the U.S. Department of Health and Human Services (HHS).

Target Population: Older adult population.

Technical Assistance (TA): The provision of specialized services such as advice, guidance, consultation, coordination, instruction or training, and written materials to assist AOD agencies and ADP to better serve the target population; and includes a range of programmatic issues related to treatment and recovery service delivery, outreach and recruitment; client services assessment and treatment planning; outcome systems; data collection and reporting; needs assessment; communication skills; cultural competency; financial management; program development, design and administration; planning; grant writing; material development; program evaluation, policy development; relapse prevention and other related TA to the AOD treatment/recovery field to ensure and increase accessibility to and quality of AOD treatment/recovery program services for the target population.

Technical Assistance (TA) Day: Eight hours of service providing TA and training. This may include time proportionately appropriate for preparation, travel, data analysis, report writing. Other activities, which directly support tasks within the scope of work, may be allowed with advance concurrence of ADP's project coordinator.

Training Event: A body of knowledge or set of skills provided to a group of people in a structural way, usually involving curriculum or course outline with supporting materials.

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Treatment/Recovery: A reactive process that addresses an individual's specific AOD use along with any associated medical, psychological, physical, and social problems. The goal of the process is to help the individual ultimately return to productive functioning in the family, workplace, and society.

Treatment/Recovery Field: Public or private community-based organizations, county run or local groups, involved in the AOD treatment/recovery service delivery system; AOD treatment service programs/providers; county alcohol and drug program administrators; the ADP and other local, county and state government agencies involved in AOD treatment programs or initiatives.

Treatment Principles of Effectiveness: A set of overarching principles that characterize the most effective drug abuse and addiction treatments. These research-based principles contained in the *Principles of Drug Addiction Treatment: A Research-Based Guide*. NIDA, October 1999, are:

- (1) No single treatment is appropriate for all individuals.
- (2) Treatment needs to be readily available.
- (3) Effective treatment attends to multiple needs of the individual, not just his or her drug use.
- (4) An individual's treatment and services plan must be assessed continually and modified as necessary to ensure that the plan meets the person's changing needs.
- (5) Remaining in treatment for an adequate period of time is critical for treatment effectiveness.
- (6) Counseling and other behavioral therapies are critical components of effective treatment for addiction.
- (7) Medications are an important element of treatment for many patients, especially when combined with counseling and other behavioral therapies.
- (8) Addicted or drug-abusing individuals with coexisting mental disorders should have both disorders treated in an integrated way.
- (9) Medical detoxification is only the first stage of addiction treatment and by itself does little to change long-term drug use.
- (10) Treatment does not need to be voluntary to be effective.
- (11) Possible drug use during treatment must be monitored continuously.
- (12) Treatment programs should provide assessment for HIV/AIDS, Hepatitis B and C, tuberculosis and other infectious diseases, and counseling to help clients modify or change behaviors that place themselves or others at risk of infection.
- (13) Recovery from drug addiction can be a long-term process and frequently requires multiple episodes of treatment.

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SIGNIFICANT CONTRACT TERMS

1. Amendments

This contract may be amended. The amendment must be in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

2. Evaluation of Contractor

Performance of the Contractor under this Agreement will be evaluated. The evaluation shall be prepared on Contract/Contractor Evaluation Sheet (STD 4), and maintained in the Agreement file. For consultant agreements, a copy of the evaluation will be sent to the Department of General Services, Office of Legal Services, if it is negative and over \$5,000. (PCC 10369)

3. Conflict of Interest

- A. Contractor certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Agreement.
- B. Contractor shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose which could result in private gain or which gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

4. Disputes

If Contractor believes that there is a dispute or grievance between Contractor and the State arising out of or relating to this contract, Contractor shall first discuss and attempt to resolve the issue informally with ADP's Project Representative. If the issue cannot be resolved at this level, Contractor shall follow the following procedures:

- A. If the issue cannot be resolved informally with ADP's Project Representative, Contractor shall submit, in writing, a grievance report together with any evidence to ADP's Division Deputy Director. The grievance report must state the issues in the dispute, the legal authority, or other basis for the Contractor's position and the remedy sought. Within ten working days

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of receipt of the written grievance report from the Contractor, the Division Deputy Director shall make a determination on the problem, and shall respond in writing to the Contractor indicating the decision and reasons therefore. Should the Contractor disagree with the Division Deputy Director's decision, Contractor may appeal to the next level, following the procedure in "Disputes", paragraph B, set forth below.

- B. Contractor must submit a letter of appeal to ADP's Chief Deputy Director explaining why the Deputy Director's decision is unacceptable. The letter must include, as an attachment, copies of the Contractor's original grievance report, evidence originally submitted, and response from ADP's Project Coordinator. Contractor's letter of appeal must be submitted within ten working days of the receipt of the Division Deputy Director's written decision. The Chief Deputy Director shall, within twenty working days of receipt of Contractor's letter of appeal, review the issues raised and shall render a written decision to the Contractor. The decision of the Chief Deputy Director shall be final.

5. **Right To Terminate**

ADP reserves the right to terminate this Agreement subject to 30 days written notice to the Contractor. Contractor may submit a written request to terminate this Agreement only if ADP should substantially fail to perform its responsibilities as provided herein.

However, the Agreement can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the contract. In this instance, the contract termination shall be effective as of the date indicated on ADP's notification to the Contractor.

This Agreement may be suspended or cancelled without notice, at the option of the Contractor, if the Contractor or ADP's premises or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Contractor is unable to render service as a result of any action by any governmental authority.

6. **Force Majeure**

Except for defaults of subcontractors, neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the offending party. Such acts shall include but shall not be limited to acts of God, fire, flood, earthquake, other natural disaster, nuclear accident, strike, lockout, riot, freight embargo, public regulated utility, or governmental statutes or regulations

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super- imposed after the fact. If a delay or failure in performance by the Contractor arises out of a default of its subcontractor, and if such default of its subcontractor, arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for damages of such delay or failure, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule.

7. **HIPAA Provision**

If any of the work performed under this Contract is subject to the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (HIPAA), the Contractor shall perform the work in compliance with all applicable provisions of HIPAA. ADP reserves the right to amend this Contract to assure compliance with HIPAA.

8. **Computer Software**

Contractor certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

9. **Nondiscrimination in Service, Benefits, and Facilities**

- A. Contractor will not discriminate in the provision of services because of race, color, creed, national origin, sex, age, sexual orientation, or disability as provided by state and federal laws.
- B. For the purpose of this contract, distinctions on the grounds of race, color, creed, national origin, sex, age, sexual orientation, or disability include, but are not limited to, the following: denying a participant any service or providing a benefit to a participant which is different, or is provided in a different manner or at a different time from that provided to other participants under this contract; subjecting a participant to segregation or separate treatment in any matter related to his or her receipt of any service; restricting a participant in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit; treating a participant differently from others in determining whether he or she satisfies any admission, enrollment quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be

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provided any service or benefit; and, the assignment of times or places for the provision of services on the basis of the race, color, creed, national origin, sex, age, sexual orientation, or disability of the participants to be served.

- C. Contractor will ensure that subcontractors provide services to intended beneficiaries without regard to race, color, national origin, sex, age, sexual orientation, or disability.
- D. Contractor agrees that complaints alleging discrimination in the delivery of services by the Contractor or his or her subcontractor because of race, color, national origin, creed, sex, age, sexual orientation, or disability will be resolved by ADP pursuant to Title 9, California Code of Regulations Chapter 6, commencing with Section 10800.
- E. Contractor shall post, in a manner accessible to service participants, information of their rights including the right to file a complaint alleging discrimination or a violation of their civil rights with ADP.
- F. Contractor shall operate the program or activity in such a manner that it is readily accessible to and usable by persons with disabilities pursuant to 45 Code of Federal Regulations (CFR), Parts 84, Section 84.21 and 84.22 and 28 CFR, Part 35, commencing with Section 35.101.
- G. Contractor shall keep records, and at the request of ADP, submit all required compliance reports, and permit state access to records in order that the State can determine compliance with the nondiscrimination requirements pursuant to 45 CFR, Parts 80, 84 and 90, Section 80.6, 84.61, and 90.42 and 28 CFR, Part 35, commencing with Section 35.101.

10. **Contract Product Review**

- A. All contract products produced under this contract shall be developed in accordance with the requirements stated in the Scope of Work.
- B. Prior to release, ADP shall have the right to review products produced as a result of this contract and request changes to those products. Contractor shall use its best efforts to incorporate requested changes.

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11. Contract Product Disclaimer/Credit Statements

- A. If requested by ADP, products, including published materials, reports, brochures, posters, videos, etc., developed or used as part of this contract, shall contain the following or similar disclaimer statement: "The opinions, findings, and conclusions herein stated are those of the authors and not necessarily those of the State of California, Department of Alcohol and Drug Programs."
- B. If requested by ADP, products, including printed materials, reports, brochures, posters, videos, etc., developed or used as part of this contract, shall contain the following or similar credit line: "Support for this project has been provided by the State of California, Health and Human Services Agency, Department of Alcohol and Drug Programs."

12. Rights in Data

- A. Subject Data. As used in this clause, the term "Subject Data" means writings, sound recordings, pictorial reproductions, drawings, designs or graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files and data processing or computer programs, and works of any similar nature (whether or not copyrighted or copyrightable) which are first produced or developed under this contract. The term does not include financial reports, cost analyses, and similar information incidental to contract administration.
- B. Federal Government and State Rights. Subject only to provisions of section C below, the Federal Government and State of California may use, duplicate, or disclose in any manner and for any purpose whatsoever, and have or permit others to do so, all Subject Data delivered under this contract.
- C. License to Copyrighted Data. In addition to the Federal Government and State of California rights as provided in section B above, with respect to any Subject Data which may be copyrighted, the Contractor agrees to and does hereby grant to the Federal Government and State of California a royalty-free, nonexclusive and irrevocable license throughout the world to use, duplicate, or dispose of such data in any manner for State of California or Federal Government purpose and to have or permit others to do so. Provided, however, that such license shall be only to the extent that the Contractor now has or prior to completion or final settlement of this contract may acquire, the right to grant such license without becoming liable to pay compensation to others solely because of such grant.

ATTACHMENT II

- D. Marking and Identification. Contractor shall mark all Subject Data with the number of this contract and the name and address of the Contractor or subcontractor who generated the data. The Contractor shall not affix any restrictive markings upon Subject Data, and if such markings are affixed, the Federal Government or State of California shall have the right at any time to modify, remove, obliterate, or ignore any such markings.
- E. Subcontractor Data. Whenever any Subject Data is to be obtained from a subcontractor under this contract, the Contractor shall use sections A, B, C, and D of this clause in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the Federal Government's or State of California's rights in that subcontractor Subject Data.
- F. Deferred Ordering and Delivery of Data. The Federal Government or State of California shall have the right to order at any time during the performance of this contract, or within two years from either acceptance of all items (other than data) to be delivered under this contract or termination of this contract, whichever is later, any Subject Data and any data not called for in the schedule of this contract but generated in performance of the contract, and the Contractor shall promptly prepare and deliver such data as ordered.

The Contractor shall exercise its best efforts to prepare and deliver such data as ordered. The Federal Government's or State of California's right to use data delivered pursuant to this paragraph shall be the same as the right in Subject Data as provided in section B above. The Contractor shall be relieved of the obligation to furnish data pertaining to an item obtained from a subcontractor upon the expiration of two years from the date of acceptance of such items. When data, other than Subject Data, is delivered pursuant to this paragraph, payment shall be made, by equitable adjustments or otherwise, for converting the data into the prescribed form, reproducing it or preparing it for delivery. The terms of such payment shall be agreed upon, in writing, by the Contractor and the State of California and/or Federal Government, whichever ordered the production of the data.

13. **Contract Product Rights and Licenses**

Contractor shall use its best efforts to secure all rights and licenses necessary for the creation, production, or development of the products executed under this contract.

ATTACHMENT II

14. **Prior Approval of Training Events/Conferences**

Contractor will be required to obtain prior ADP approval of the locations, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training event, seminar, workshop, or conference and for any reimbursable publicity or educational materials to be made available for distribution. The Contractor shall acknowledge the support of the State whenever publicizing the work under the contract in any media. This requirement does not apply to necessary staff meetings to conduct routine business matters.

15. **Federally Funded Contracts**

The following laws apply to persons or entities doing business with the State of California with federal funds.

A. **Federal Laws - Substance Abuse Prevention and Treatment Block Grant**

This contract is governed by Government Code 16366.1 and following; the federal reauthorization provisions of Title 42 United State Code (U.S.C.), commencing with Section 300w, Public Law 102-321, amendment to 42 U.S.C in the U.S.C. advance sheets (August 1992); and 45 Code of Federal Regulations (CFR), Part 96. The Catalog of Federal Domestic Assistance Number is 93.959. Federal Award Years are 2004 with a grant period for expenditure of funds through September 30, 2005 and 2005 with a grant period for expenditure of funds through September 30, 2006.

B. **Salary Restriction**

Contractor agrees that no part of any federal funds provided under this contract shall be used by the Contractor or any subcontractor to pay the salary of an individual at a rate in excess of \$171,900 per year direct salary exclusive of overhead, fringe benefits, and general and administrative expenses.

C. **Prohibition Against Supporting Lobbying Activities**

Contractor agrees that no part of any federal funds provided under this contract shall be used by the Contractor or any subcontractor to support lobbying activities to influence proposed or pending Federal or State legislation or appropriations. This prohibition is related to the use of

ATTACHMENT II

Federal Grant funds and is not intended to offset your right, or that of any other organization, to petition Congress, or any other level of Government, through the use of other resources (Reference 31 U.S.C. 1352).

D. **Clear Air and Water**

(Reference 42 U.S.C. 7401 et. seq. & 33 U.S.C. 1251 et. seq.)

1. The following is applicable only if the contract is not with a sole source vendor of products or services and if it exceeds \$5,000.

Contractor agrees under penalty of perjury (it, he, she) is:

- a. Not in violation of any order or resolution which is not subject to review promulgated by the State Air Resources Board or an air pollution control district.
- b. Not subject to a cease and desist order which is not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions
- c. Not determined to be in violation of provisions of federal law relating to air or water pollution.

2. The following is applicable only if the contract or subcontract exceeds \$100,000 or the contract is not otherwise exempt under 40 CFR 15.5.

- a. Contractor agrees to comply with all the applicable standards, orders, or requirements of Section 306 of the Clean Air Act 42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- b. Institutions of higher education, hospitals, nonprofit organizations and commercial businesses agree to comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401 et seq.), as amended and the Federal Water Pollution Control Act (33

ATTACHMENT II

E. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**

(Reference: 45 CFR, Appendix B to Part 76)

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

The contractor agrees that it will include the above debarment clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Lower tier covered transactions is defined as:

- (1) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction.
- (2) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$25,000) under a primary covered transaction.
- (3) Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are: a) principal investigators, b) providers of Federally-required audit services, and c) researchers

ATTACHMENT III

TECHNICAL ASSISTANCE APPLICATION

Alcohol and Other Drug (AOD) Abuse
Technical Assistance Project

ADMINISTERED BY (*CONTRACTOR NAME*)
FOR THE
CALIFORNIA DEPARTMENT OF
ALCOHOL AND DRUG PROGRAMS

Please submit completed application **four weeks prior** to proposed training to:

Name of Contractor:

Address:

Contact Person:

Telephone Number:

FAX Number:

E-mail Address:

ATTACHMENT III

A. APPLICANT INFORMATION

TA #:

Contact Person:	_____	Title:	_____
Organization:	_____		
Address:	_____		
City:	_____	State:	_____ Zip: _____ County: _____
Phone:	_____	Fax:	_____
E-Mail:	_____ Website: _____		

B. ORGANIZATION DESCRIPTION

1. Please check **one** of the following categories that best describes your organization:

- | | | |
|---------------------------------------------------------|----------------------------------------|----------------------------------------------|
| <input type="radio"/> Business/Professional Association | <input type="radio"/> City Agency | <input type="radio"/> Health Service Agency |
| <input type="radio"/> Board | <input type="radio"/> State Agency | <input type="radio"/> Law Enforcement |
| <input type="radio"/> Coalition/ Community Partnership | <input type="radio"/> Federal Agency | <input type="radio"/> Neighborhood/Housing |
| <input type="radio"/> Community-Based Organization | <input type="radio"/> Education K – 12 | <input type="radio"/> Religious Organization |
| <input type="radio"/> Treatment Provider | <input type="radio"/> College | <input type="radio"/> County ADP |
| <input type="radio"/> Other County Agency | <input type="radio"/> Other: _____ | |

2. How did you hear about our TA services? (Please check **one**.)

- | | | |
|----------------------------------------------------------------------------|--------------------------------------------|----------------------------------|
| <input type="radio"/> Training Event/Brochure | <input type="radio"/> Colleague | <input type="radio"/> Internet |
| <input type="radio"/> County Alcohol and Drug Program | <input type="radio"/> Previous Utilization | <input type="radio"/> Consultant |
| <input type="radio"/> State Department of Alcohol and Drug Programs (DADP) | <input type="radio"/> Other: _____ | |

3. Please write a brief description of your organization:

5. What is/are the primary funding source(s) for your organization? _____

ATTACHMENT III

Ethnic Groups:

- ☐ African American ☐ Caucasian ☐ Native American ☐ No Specific Group
☐ Asian/Pacific Islander ☐ Latino ☐ Other: _____

8. Does your organization have resources to pay for or share the cost of the technical assistance or training services? ☐ Yes ☐ No
9. If yes, please describe the resources your organization can provide (e.g., funding for consultation fee, photocopy training materials, consultant's travel costs, etc.)

11. Are you requesting a specific consultant or consultants? ☐ Yes ☐ No

If yes, please specify: _____

ATTACHMENT IV
TECHNICAL ASSISTANCE EVALUATION

TA Number: _____

Client Agency: _____

Consultant(s) who provided service: _____

Evaluation completed by: _____

1. How helpful was the consultant's information?
___ no help ___ almost no help ___ of limited help ___ moderately helpful ___ very helpful
2. Please indicate how the information/assistance was helpful, or if it was not helpful, why.

3. Please tell us how the technical assistance was helpful in building the capacity of your organization.

4. If you have not found the information/assistance helpful yet, do you think it will be in the future?
Yes No Not applicable

Please rate the consultation using a scale of 1 to 5 (1 is least effective, 5 is most effective).

1. (Contractor Name) arranged for the delivery of consulting services in a timely and adequate manner:
1 2 3 4 5
2. The consultant appeared competent in his/her field and brought the necessary background and experience for dealing with the designated problem area:
1 2 3 4 5
3. The consultant dealt fully and adequately with the specific areas of requested assistance.
1 2 3 4 5
4. The consultant's recommendations were timely, practical, and addressed our needs:
1 2 3 4 5
5. How would you rate the responsiveness of Contractor's consultants and staff in meeting your consulting needs?
1 2 3 4 5

Does your organization require additional assistance at this time? Yes No

Please add any additional comments or suggestions for improvement on the back of this page.

Thank you for your feedback!

If you have any questions or future technical assistance needs, please contact us:

Name of Contractor:

Address:

Contact Person:

Telephone Number:

FAX Number:

E-mail Address:

ATTACHMENT V

TECHNICAL ASSISTANCE (TA) AND TRAINING
30-DAY FOLLOW-UP EVALUATION

Contact Name: _____
Client Organization: _____
Address: _____

Consultant(s) who provided service:

Evaluation completed by:

Please respond to the following questions about the technical assistance or training you received through (insert Contractor name).

	<i>Very</i>	<i>Somewhat</i>	<i>Not Very</i>	<i>Not at All</i>	<i>Don't Know</i>	<i>N/A</i>
1. How useful was the TA or training to your organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. How relevant was the TA or training to your organization's goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>Yes, Many</i>	<i>Yes, Some</i>	<i>No, Not Many</i>	<i>None at All</i>	<i>Don't Know</i>	<i>N/A</i>
3. Were you given practical examples during the TA or training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Were you given suggestions for applying the information in your own organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>Definitely</i>	<i>Probably</i>	<i>Probably Not</i>	<i>Definitely Not</i>	<i>Don't Know</i>	<i>N/A</i>
5. Would you recommend TA or training to colleagues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. In retrospect, was the time you spent in TA or training worthwhile?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6a) If not, why?						

7. What elements of the TA or training were most useful? *Please be specific.*

ATTACHMENT V (continued)

8. What elements of the TA or training were least useful? *Please be specific.*

9. What elements of the TA or training have you put into practice? *Please be specific.*

10. How often have you participated in the following activities since the TA or training?

	<i>Very Often</i>	<i>Often</i>	<i>Not Very Often</i>	<i>Never</i>	<i>Don't Know</i>	<i>N/A</i>
a) Shared some of the acquired information with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Used TA or training materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Applied ideas from the TA or training to the operations of your organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Have you formally trained others in what you learned?

☐ Yes ☐ No

↓

If yes: a) How many people have you trained? _____

b) Whom did you train?

☐ Subordinates

☐ Supervisors

☐ Other colleagues

☐ Persons outside the organization

Thank you for your responses. Please write any additional comments or suggestions below, or feel free to contact :

Name of Contractor:

Address:

Contact Person:

Telephone Number:

FAX Number:

E-mail Address:

ATTACHMENT VI

MONTHLY REPORT FORMAT

- 1) Provide status update on each project goal and objective.**
- 2) The monthly report must include a summary of TA requests with a brief description of each request as indicated in the attached Technical Assistance Outcome Report outline.**
- 3) Provide the following in table format (sample tables attached):**
 - Table 1: Summary of TA Requests and Assignments**
 - Table 2: Technical Assistance Day Utilization**
 - Table 3: Technical Assistance Requests by County**
 - Table 4: Referral Source**
 - Table 5: Type of Organization Making Request**
 - Table 6: Type(s) of Technical Assistance Needed**
 - Table 7: Technical Assistance Subject Area**
 - Table 8: Summary of Training Events**
 - Table 9: Training Events This Month**
- 4) Indicate any problems or difficulties identified during the month and methods used or recommendations for resolving problems or difficulties.**

ATTACHMENT VI

**TECHNICAL ASSISTANCE (TA) OUTCOME REPORT
(Provide the following information for each TA Provided)**

- 1. Name / Address / Contact Person of Group Requesting Assistance**
- 2. Name of TA Provider (Contractor or Consultant)**
- 3. Date(s) TA Provided**
- 4. Who was Trained (i.e., line staff, manager, board members, etc.)**
- 5. Narrative Description of TA Services Provided**
 - A. Background – Description of problem or need addressed by technical assistance.**
 - B. Description of services provided**
 - C. Number and description of target population(s) service is provided to.**
 - D. Findings/Outcomes/Observations**
 - E. Recommendations**
 - F. Other**
- 6. Amount of Hours Spent by TA Provider**

_____ **Preparation**
_____ **Travel**
_____ **Direct Services (Consultation and/or Training)**
_____ **Other (Specify) _____**
- 7. Attach List and Copies of Relevant Materials (i.e., outlines, sign-in sheets, evaluation forms, etc.)**

ATTACHMENT VI

TABLE 1

Summary of TA Requests and Assignments (Without Training Events)

Technical Assistance	Number	
	Month	To Date
Total Requests		
Assignments Completed		
Assignments in Progress		
Requests Canceled		
Requests Referred		
Requests Denied		

TABLE 2

TA Day Utilization

Type of Activity	Days in Progress	Days Completed	Total Days
1) ADP Requested TA			
TA/Training			
2) Community Client Requested TA			
Served by consultants			
Served by Staff			
Served by Workshops			
3) Documents, Resource Development, Newsletters			
TOTAL			

ATTACHMENT VI

Table 3
TA Requests by County

County	Month Requests	Total to Date	Percent to Date	County	Month Requests	Total to Date	Percent to Date
Alameda				Placer			
Alpine				Plumas			
Amador				Riverside			
Butte				Sacramento			
Calaveras				San Benito			
Colusa				San Bernardino			
Contra Costa				San Diego			
Del Norte				San Francisco			
El Dorado				San Joaquin			
Fresno				San Luis Obispo			
Glenn				San Mateo			
Humboldt				Santa Barbara			
Imperial				Santa Clara			
Inyo				Santa Cruz			
Kern				Shasta			
Kings				Sierra			
Lake				Siskiyou			
Lassen				Solano			
Los Angeles				Sonoma			
Madera				Stanislaus			
Marin				Sutter			
Mariposa				Tehama			
Mendocino				Trinity			
Merced				Tulare			
Modoc				Tuolumne			
Mono				Ventura			
Monterey				Yolo			
Napa				Yuba			
Nevada				Statewide			
Orange				TOTAL			

ATTACHMENT VI

TABLE 4

Referral Source

Source	Requests in Month	Total to Date(TTD)	This Month as % of TTD	Percent to Date
TA Consultant				
County AOD Program				
Allied Organization				
Training Event/Brochure				
Internet				
Previous Utilization				
State ADP				
Colleague				
Media (specify): _____				
Other (specify): _____				

TOTAL				

TABLE 5

Type of Organization Making Request

Organization Type	Requests in Month	Total to Date (TTD)	This Month as % of TTD	Percent to Date
Board				
City Agency				
Allied Organization				
Community-Based Organization				
County AOD Program				
County Agency – Other				
Federal Agency				
Health Service Agency				
Law Enforcement				
Neighborhood/Housing				
Non-Profit Organization				
Professional Association				
Religion-Based Organization				
State ADP				
State Agency – Other				
Other (specify) _____				
TOTAL				

ATTACHMENT VI

TABLE 6

TA Subject Areas

Subject Area	Requests in Month	Total to Date (TTD)	Total Type as % of Requests
Administration (laws, regulations, etc.)			
Adolescent Females			
Aftercare / Transitional Living			
Ageism			
Anger / Stress Management			
AOD 101			
Board Development			
CalWorks / Career Development			
Certification			
Child Care within Treatment Facility			
Confidentiality			
Co-Occurring Disorders			
Cultural Competency			
Domestic Violence			
Drug Exposed Children			
Early Start / Head Start			
Engagement Strategies			
Evaluation			
Foster Care / Parental Rights			
Grant Writing			
Health Issues (STDs, Eating Disorders, etc.)			
Housing / Transportation			
Language Access/Linguistic Competence			
Needs Assessment			
Non-Profit Status			
Polyprescription Drug Use			
Program Development & Management			
Relapse Prevention			
Resource/Fund Development			
Strategic Planning			
Youth			
Other – Specify:			
TOTAL			

ATTACHMENT VI

TABLE 7

Type(s) of TA Needed*

Type of TA	Requests in Month	Total to Date (TTD)	Total Type as % of Requests
Technical Assistance/Consultation			
Training			
Facilitation			
TOTAL			

TABLE 8

Summary of Training Events

	Training Events Scheduled	Training Events Conducted To Date
Number		
Percent		

TABLE 9

Training Events This Month

Training	County	Date

ATTACHMENT VII

SAMPLE PROJECT WORK PLAN

1. PROGRAM GOAL: _____

2. OBJECTIVES	3. TASKS	4. PERFORMED BY (NAME/TILE)	5. OUTCOME

ATTACHMENT VIII

SAMPLE PROJECT BUDGET FORMAT

PERSONNEL SERVICES

	<u>Salary Range</u> <u>Monthly/Hourly</u>	<u># Months</u> <u>or Hours</u>	<u>Percent</u> <u>of time</u>	<u>Total</u> <u>Amount</u>
Position				
Classification	\$____ - \$____	_____	_____	\$_____
Position				
Classification	\$____ - \$____	_____	_____	\$_____
Position				
Classification	\$____ - \$____	_____	_____	\$_____
Subtotal Personnel				\$_____
Fringe Benefits (____%)				\$_____
TOTAL PERSONNEL SERVICES				\$_____

OPERATING EXPENSES

Rent (\$____/sq. ft. x _____ sq. ft. x _____(time))	\$_____
Consultants (cost per hour/day and # of hours/days)	\$_____
Travel and per diem (Consultant)	\$_____
Travel and per diem (Staff)	\$_____
Telephone/FAX	\$_____
Postage	\$_____
Office Supplies	\$_____
Printing and Duplication	\$_____
Equipment (Rental, Use Allowance or Depreciation (list type of equipment))	\$_____
Subcontractor	\$_____
TOTAL OPERATING EXPENSES	\$_____
INDIRECT COSTS (____% x \$_____)	\$_____
TOTAL BUDGET	\$_____

NOTE: Line items listed are samples only. Bidder is to list those personnel and operating expenses needed to support their proposal.

ATTACHMENT IX

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS TRAVEL AND SUBSISTENCE GUIDELINES EFFECTIVE 3/29/02

The travel reimbursement program continues to be subject to Internal Revenue Service (IRS) requirements for an accountable plan. There are no flat rate reimbursements. All items claimed are to be for the ACTUAL AMOUNT OF EXPENSE up to the maximum allowed. If the provisions below do not require submission of a receipt for a given item of expense, it is the employee's responsibility to retain receipts and other records of the expense and have them available for audit.

Lodging and meals that are either provided by the State, included in hotel expenses, conference fees, or transportation costs such as airline tickets, or otherwise provided, shall not be claimed for reimbursement.

TRAVEL BY PERSONAL AUTOMOBILE: Up to 34 cents per mile

Where public transportation is not available or is available only with an undue loss of time, mileage for your personal automobile is allowed. Where automobile travel is an option and there is adequate public transportation, travel allowance will be made based on the cost of the lowest rail, bus, air fare available in lieu of the automobile mileage.

There is NO CHANGE in the meal and incidental rates. Employees may be reimbursed for their ACTUAL EXPENSES for breakfast, lunch, dinner, and incidentals for each 24 hours of travel as follows:

Breakfast up to \$ 6.00
Lunch up to \$10.00
Dinner up to \$18.00
Incidentals up to \$ 6.00

NOTE: Incidental expenses include, but are not limited to, expenses for laundering and pressing of clothing, and tips for services such as porters and baggage handlers. Incidentals do not include taxicab fares, lodging taxes, or the costs of telegrams or telephone calls.

LODGING RECEIPTS

All lodging reimbursements require a receipt from a commercial lodging establishment such as a hotel, motel, bed and breakfast inn, or public campground that caters to the general public. No lodging will be reimbursed without a valid receipt. Employees who stay with friends or relatives are not eligible for lodging reimbursement, but may claim their actual expenses for meals and incidentals.

SHORT-TERM TRAVEL TIME FRAMES

- A. For continuous short-term travel of MORE than 24 hours but less than 31 days, the employee will be reimbursed for actual costs up to the maximum for each meal, incidental, and lodging expense for each completed 24 hours of travel, beginning with the traveler's time of departure and return as follows:
 1. On the first day of travel at the beginning of a trip of more than 24 hours:
 - Trip begins at or before 6 am - Breakfast may be claimed.
 - Trip begins at or before 11 am - Lunch may be claimed.
 - Trip begins at or before 5 pm - Dinner may be claimed.

ATTACHMENT IX

2. On the fractional day of travel at the end of a trip of more than 24 hours:

Trip ends at or after 8 am - Breakfast may be claimed.

Trip ends at or after 2 pm - Lunch may be claimed.

Trip ends at or after 7 pm - Dinner may be claimed.

If the fractional day includes an overnight stay, receipted lodging may be claimed. No meal or lodging expenses may be claimed or reimbursed more than once on any given date or during any 24-hour period.

- B. For continuous travel of LESS than 24 hours, the employee will be reimbursed for actual expenses up to the maximum as follows:

Travel begins at or before	
6 am and ends at or after 9 am:	Breakfast may be claimed.
Travel begins at or before	
4 pm and ends at or after 7 pm:	Dinner may be claimed.

- C. If the trip extends overnight, receipted lodging may be claimed. No lunch or incidentals may be claimed on a trip of less than 24 hours.

RECEIPTS

Receipts or vouchers shall be submitted for every item of expense of \$25 or more.

- A. Receipts are required for every item of transportation and business expense incurred as a result of conducting state business except for ACTUAL EXPENSES as follows:
1. Railroad and bus fares of less than \$25 when travel is wholly within the State of California.
 2. Street car, ferry fares, bridge and road tolls, local rapid transit system, taxi, shuttle or hotel bus fares, and parking fees of \$10 or less for each continuous period of parking or each separate transportation expense noted in this item.
 3. Telephone, telegraph, tax, or other business charges related to state business of \$5 or less.
 4. In the absence of a receipt, reimbursement will be limited to the non-receipted amount above.
- B. Reimbursement will be claimed only for the actual and necessary expenses noted above. Regardless of the above exceptions, the approving officer may require additional certification and/or explanation in order to determine that an expense was actually and reasonably incurred. In the absence of a satisfactory explanation, the expense shall not be allowed.

ATTACHMENT IX

SHORT-TERM LODGING RATE

- A. Statewide, except as in (B) and (C) below, actual receipted lodging up to \$84 plus tax.
- B. When required to conduct State business and obtain lodging in the counties of Los Angeles and San Diego, reimbursement will be for actual receipted lodging to a maximum of \$110 plus tax.
- C. When required to conduct State business and obtain lodging in the counties of Alameda, San Francisco, San Mateo, and Santa Clara, reimbursement will be for actual receipted lodging to a maximum of \$140 plus tax.

ATTACHMENT IX

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